

How to consent to receive your W2 electronically:

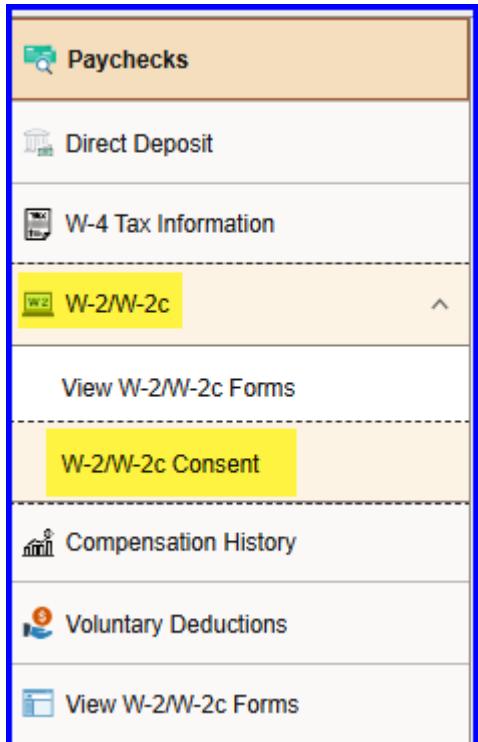
Step 1: Login to PASS

- On Home Screen select Payroll & Compensation Tile



Step 2: W-2/W-2c

- Scroll down, on the left side select W-2/W-2c, then from the drop down menu select W-2/W-2c Consent



- Select and read the W-2/W-2c Consent

Employee Self Service Payroll

W-2/W-2c Consent

 You currently receive W-2 or W-2c paper forms by mail

The IRS has approved the use of electronic W-2's; however, employees must provide their consent to receive in electronic format. Please select the checkbox below to receive all future W-2's from the University of Houston electronically. You will not receive a paper copy in the mail. The electronic forms are PDF format and can be printed through Self Service, if desired. The forms reside in the same secured system as your paycheck information.

A few benefits of electronic W-2's are: early access to W-2's, the forms are less likely to be lost or stolen, or misplaced in the mail, employees can print (and reprint) forms at their discretion, forms can be accessed from home or work, and the online forms are compatible with many tax preparation software systems.

At any time, you may withdraw your consent through Self Service and receive a paper W-2.

Please contact the Payroll department with any W-2 questions.

I consent to receive W-2 or W-2c forms electronically

Submit

- Check box (I consent to receive W-2 or W-2c forms electronically)
- Click Submit Button, after you submit your consent you will receive the online confirmation

Employee Self Service Payroll

W-2/W-2c Consent

 You will receive W-2 or W-2c forms electronically

Select the checkbox below to withdraw your consent to receive an electronic W-2. You must withdraw your consent before Payroll has generated the current year W-2's in order to receive a paper W-2 in the mail.

At any time you may consent for electronic W-2 delivery. Electronic W-2's can be printed (and reprinted) by employees through Self Service.

Please contact the Payroll department with any W-2 questions.

- In addition to the online confirmation an email confirmation will be sent to your email address on file.

 W-2 Electronic Consent Confirmation

To:

Attachments + Get more apps

This email is to confirm you have elected to receive your W-2 electronically through PASS. Based on the timing of this change, your current year form may also be mailed. You will continue to receive future W-2's electronically until you withdraw your consent. To change your consent options, log into PASS and navigate to Self Service -> Payroll and Compensation -> W-2/W-2c Consent.

If you have any questions or concerns related to W-2's, please contact the Payroll department.

How to view and print your W-2/W-2c Forms:

Step 1: View W-2/W-2c Forms

- In your Payroll & Compensation Tile – select View W-2/W-2c Forms
- Select Year End Form hyperlink to open your W2

The screenshot shows the Employee Self Service Payroll interface. On the left, there is a sidebar with the following options: Paychecks, Direct Deposit, W-4 Tax Information, Voluntary Deductions, View W-2/W-2c Forms (which is highlighted with a red box), W-2/W-2c Consent, and Compensation History. The main content area is titled 'View W-2/W-2c Forms' and contains the following text: 'Review your available W-2 and W-2c forms. Select the year end form that you would like to review.' Below this is a 'Select Year End Form' table with the following data:

Select Year End Form						Personalize	1 of 1
Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions		
2017	UH	W-2	01/24/2018	Year End Form	Filing Instructions		

- W2 opens for review and/or printing in a pdf format
- Select and “view a different Tax Year” – by clicking on the hyperlink